

Applying for Reimbursement

From the FRA or PSTA

Fact Sheet of the Kentucky Underground Storage Tank Program

Step 1 – Submit the UST Facility Registration Form

To become eligible to participate in the FRA or the PSTA, the owner and/or operator of an underground storage tank (UST) system regulated by the UST Branch must submit a completed UST Facility Registration Form DEP7112 to the UST Branch. *Note: To maintain eligibility, the owner or operator must comply with eligibility requirements. See 401 KAR 42:250 Section 4 (1) and (2) for the eligibility requirements for the FRA and PSTA.

Step 2 – Submit an Application for Assistance

Once a Certificate of Registration and Reimbursement Eligibility DEP7113 (CORRE) has been issued, the owner/operator is eligible to submit an Application for Assistance DEP6063. This application must be submitted to the UST Branch Claims and Payment Section by either the owner or operator (not both entities) seeking reimbursement. The application will be reviewed for completeness; more information may be required.

Step 3 – Approval for Funding for Reimbursable Activities

The UST Branch will issue directives for work to be completed. The directive will (a) have a pre-established fixed cost amount associated with the directive or (b) will require the submittal of a cost estimate on the appropriate reimbursement worksheet as listed in the directive letter.

In the case of a **directive with a pre-established fixed cost**, the cost will be itemized on the appropriate worksheet and attached to the written directive and will serve as an obligation and guarantee of payment.

For those **directives issued without a pre-established fixed cost**, a cost estimate must be submitted on the appropriate reimbursement worksheet and reviewed in accordance with 401 KAR 42:250. The applicant and the certified contractor will receive a letter identifying the amount approved and this letter will serve as an obligation and guarantee of payment.

Directed work may begin once a letter serving as an obligation and guarantee of payment is received by the applicant.

Step 4 – Reimbursement

The applicant must submit the appropriate reimbursement worksheet and documentation with the required report.

If the directive issued included a pre-established fixed cost with an attached worksheet, the worksheet must be returned with the signature page completed and will serve as a claim request.

For directives that are issued without a pre-established fixed cost, pre-approval of those costs must first be obtained. The claims associated with the non-fixed cost directives require the Claim Request Form, Invoice Listing Form, Payment Verification Affidavit, Payment Waiver Form, the required worksheet and the required backup documentation in accordance with the instructions associated with the specific worksheet.

Once the required report is submitted and deemed technically complete (and all required documentation has been submitted), the cabinet will process the payment. Once the reimbursements are approved by the cabinet, the applicant should receive a check from the Finance and Administration Cabinet within 10 to 14 days.

For more information on reimbursement procedures refer to 401 KAR 42:250.

The Kentucky Underground Storage Tank Branch (USTB) is a state agency within the Division of Waste management of the Department for Environmental Protection. This agency's mission is to provide for the prevention, abatement and control of contaminants from regulated underground storage tanks (USTs) that may threaten human health, safety and the environment. The USTB regulates the registration, compliance, closure, inspections and corrective actions of UST systems.